

VICTIM WITNESS ASSISTANCE PROGRAM
SITE VISIT CHECKLIST

Grant Award No.	VW07150320		
Recipient Name	PLUMAS COUNTY		
Implementing Agency	PLUMAS COUNTY DISTRICT ATTORNEY'S OFFICE		
Project Title	PLUMAS COUNTY VICTIM WITNESS ASSISTANCE		
STATE (VW): \$62,118	VOCA: \$48,618	VAWA	
Grant Period: JULY 1, 2007 to JUNE 30, 2008			
Address: 520 MAIN STREET, ROOM 408 QUINCY, CA 95971			
Project Director: JEFF CUNAN			
Financial Officer: SHAWN MONTGOMERY			
Project Coordinator: KORI LANGREHR			

PERSONS INTERVIEWED

NAME	TITLE	TELEPHONE #
KORI LANGREHR	PROJECT COORDINATOR	(530) 283-6071
JEFF CUNAN	PROJECT DIRECTOR	(530) 283-6303
BARBARA PALMERTON	DEPT. FISCAL OFFICER	(530) 283-6324

SIGNATURES AND DATE

DES Program Specialist:	4/3/08
DES Section Chief:	4/3/08
Project Director:	5/6/08

**VICTIM/WITNESS ASSISTANCE PROGRAM
SITE VISIT CHECKLIST**

Checklist Items	Yes	No	Signature/Comments
1. OPERATIONAL DOCUMENTS			
a. OES Recipient Handbook (hard copy or online access)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On-line
b. Current Grant Award Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Program Guidelines (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
d. Latest RFA and/or Original RFP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Does the project staff understand the RFA and/or RFP supersede the requirements of the Recipient Handbook?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Current Operational Agreements on file with:			
(1) Sexual Assault (mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plumas Crisis Intervention
(2) Domestic Violence (mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plumas Rural Services
(3) Child Services (mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plumas Rural Services
(4) Law Enforcement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(5) Probation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(6) District Attorney	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(7) Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. COMPREHENSIVE SERVICES			
a. Crisis Intervention			
(1) Provide in person/telephone contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide crisis intervention and arrange for needed services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Emergency Assistance			
(1) Arrange emergency assistance within the first 24 hours after initial contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Written procedures in place for disbursing funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A – Not done with OES Funding
(3) OA(s) on file with service providers (i.e. shelters)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Resource and Referral Assistance			
(1) Provide non-emergency referrals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) OA(s) on file with service providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**VICTIM WITNESS ASSISTANCE PROGRAM
SITE VISIT CHECKLIST**

Checklist Items	Yes	No	Signature/Comments
d. Direct Counseling (if applicable)			
(1) Provide intensive professional psychological and/or psychiatric treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A – Program offers list of local therapists, counselors, etc. which provide services. Plumas Crisis intervention also provides services.
e. Follow up Assistance			
(1) In-person, telephone, and written communication with victims to offer emotional support, provide empathetic listening, and/or check on a victim's progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Victims of Crime Claims			
(1) Assist clients in preparing applications for compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Advocate is aware their role does not include determination of eligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Is a joint Powers unit locally located	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Placer County
g. Property Return			
(1) Assist in the return of property held as evidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	When evidence is requested by victim.
(2) If property cannot be returned, an explanation is provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h. Orientation to the Criminal Justice System			
(1) Provide information on the location, procedures, and functions of local criminal justice agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Written material/brochures are available in languages appropriate to local ethnic needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spanish/English; Program advocate is able to translate in ASL; Program utilizes Court translator's as available; Program also utilizes AT&T Language line as needed
i. Court Escort/Court Support			
(1) Provide physical accompaniment during court appearances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide physical accompaniment during interviews with law enforcement and prosecution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
j. Presentations and Training for Criminal Justice Agencies			
(1) Conduct informational presentations regarding resources available through V/W Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Coordinator does this routinely with Plumas County Sheriff and CHP.
(2) Conduct informational presentations explaining the rights and needs of victims	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
k. Public Presentations and Publicity			

**VICTIM/WITNESS ASSISTANCE PROGRAM
SITE VISIT CHECKLIST**

1) Promote public awareness of V/W services through public media	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2) Conduct presentations to victim service organizations and community groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Coordinator meets with local schools routinely. Now that project is housed within the DA's office, more time should be available to staff to do more presentations.
Checklist Items	Yes	No	Signature/Comments
3) Participate in Victims' Rights Week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	At the writing of this report, nothing planned for current year. Will try to coordinate with local service programs to do something.
Case Status/Case Disposition			
1) Advise victim of the progress and disposition of case	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2) Assist victim with preparing Victim Impact Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Notification of Family/Friends			
1) Notify victim's relatives and/or friends of the occurrence of the crime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Program is also able to provide victims with donated cell phones. Program can make some arrangements for removing victim from abusive relationships through shelter, hotel, and bus transportation.
Employer Notification			
1) Notify employer that client was a victim/witness to a crime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2) Encourage employer to minimize any loss of pay or other benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Restitution			
1) Assist in obtaining restitution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2) Provide the Probation Department, District Attorney, and Court with information relevant the victim's losses prior to the imposition of sentencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assist victims in obtaining receipts, etc for the Probation Department to determine restitution amounts.
3. OPTIONAL SERVICES			
1) Employer Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Very rarely done.
2) Creditor Intervention	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Can't remember doing.
3) Child Care Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plumas Rural Services can assist with emergency child care assistance.
4) Witness Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5) Funeral Arrangements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only on one occasion.
6) Crime Prevention Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**VICTIM WITNESS ASSISTANCE PROGRAM
SITE VISIT CHECKLIST**

7) Witness Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8) Temporary Restraining Order (TRO) Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9) Transportation Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Program has a county vehicle. Program staff will frequently transport victims.
10) Court Waiting Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Victim Witness office is located on the 4 th Floor of the Courthouse

II. AGENCY ORGANIZATION

a. Facility

1) VW Center is open during normal business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9:00a.m. to 3:00p.m. Program is not full-time due to funding
Checklist Items	Yes	No	Signature/Comments
2) Waiting Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3) Private Interview Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 private staff offices, 1 private room for children, and another private room able to record interviews.
4) ADA Compliant (42 U.S.C. 12101, et seq. and Title 28 of Code of Federal Regulations, part 35)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

b. Administration

1) Proof of Authority from the Governing Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached letter (a)
2) CEQA documentation on file	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached letter (b)
3) Equal Employment Opportunity policy posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Located outside Human Resources in First Floor of the Courthouse
4) Policy prohibiting harassment or discrimination in employment is posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Located outside Human Resources in First Floor of the Courthouse

III. PERSONNEL

a. Organization

1) Positions listed in Grant Award are on an Organizational Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2) Reporting lines of Authority are consistent with the Project Contact Information form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3) Authorization for additional signature authority is current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

b. Staff Duties

1) Staff is performing duties as stated in the Grant Award Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
--	-------------------------------------	--------------------------	--

**VICTIM WITNESS ASSISTANCE PROGRAM
SITE VISIT CHECKLIST**

(2) Functional time sheets are used for all staff that are not 100% FTE (or time study updated in last two years)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheets reviewed were for both staff members. Program is not full-time but all hours were for the Victim Witness Program.
---	-------------------------------------	--------------------------	--

c. Personnel Files

(1) Contain current job duties/descriptions, employment documents, salary, benefits, and other terms of employment for all paid and volunteer staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Coordinator & Advocate's file were complete
(2) Contain signed and dated Drug Free Workplace Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) Evidence of completion of 40 hour Entry-Level Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Letter from the CVSTI indicated the advocate completed training in 1998. Original certificate not in file. Project Coordinator completed in 1998.
(4) Evidence of completion of Advance Training, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Coordinator completed in 2000. Advocate will attend in June 2008.
(5) Evidence of completion of Coordinator's Training, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Coordinator completed in 2002.

d. Volunteers

(1) Utilized as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retired secretary is current volunteer. Program also receives clothing donations from a volunteer who also washes and organizes clothing.
Checklist Items	Yes	No	Signature/Comments
(2) Utilize functional time sheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached letter (c)

6. RECORDKEEPING

a. Fiscal Staff

(1) Fiscal Officer and Bookkeeper duties separate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Authorizes payments: KORI LANGREHR			
(3) Writes Checks: PLUMAS COUNTY AUDITOR'S OFFICE			
(4) Signs Checks: PLUMAS COUNTY AUDITOR'S OFFICE			

b. Expenditures

(1) Expenditures are in accordance with the budget pages of the grant award agreement (i.e. space)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) 223s (modification form) are submitted when revising line items on grant budget pages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A - Program has not submitted any modifications this fiscal year.
(3) Expenditure rate is proportionate to elapsed time on grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Recordkeeping system supports costs claimed on 201s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**VICTIM WITNESS ASSISTANCE PROGRAM
SITE VISIT CHECKLIST**

(5) 201s (expenditure reports) are submitted timely and accurately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Other Fund Sources			
(1) Adequate documentation of cash or in-kind match	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
(2) Project Income reported accurately	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No project income reported.
d. Equipment			
(1) Equipment purchased and used in accordance with Grant Award Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No equipment purchased with OES Grant funding.
(2) Maintain inventory of equipment purchased	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
7. PROGRESS REPORTS			
a. Data Collection			
(1) Statistics documented in accordance with OES guidelines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached letter (d)
(2) Progress Reports submitted on time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached letter (d)
(3) Progress Reports submitted are accurate and complete	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached letter (d)
8. COMMUNITY BASED ORGANIZATIONS			
(1) Fidelity Bond	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A